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ABSTRACT

The duties of supervisors of Air Force reserve personnel are discussed in this handbook. The organization of the Air Force is diagrammed, with duties explained for all administrative personnel. The handbook details the supervisor's responsibilities and tells how to utilize reservists during their tours of duty. This guide also discusses how to fill out forms for reservists. (RS)

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HANDBOOK FOR SUPERVISORS OF AIR FORCE RESERVE PERSONNEL IN MOBILIZATION AUGMENTEE PROGRAM

FILMED FROM BEST AVAILABLE COPY

PREPARED BY

OFFICE OF RESERVE AFFAIRS

AIR FORCE ACCOUNTING & FINANCE CENTER

DENVER, COLORADO 80205

AC 012 801

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE ACCOUNTING AND FINANCE CENTER
3800 YORK STREET
DENVER, COLORADO 80205

OFFICE OF THE COMMANDER

Individual mobilization augmentees have long been recognized by the Air Force Accounting and Finance Center as a vital reserve personnel resource. We have used them successfully since the program first started.

I regard them as members of the "first string" team -- the starting line-up, if you will, of the Air Force Accounting and Finance Center. We need them in every phase of our mission.

This year we are inaugurating a new program for training these people. Training responsibility for the augmentee is with his active duty supervisor. This handbook is designed to assist that supervisor in the training role. It provides him with the tools to become the best possible supervisor.

I urge all MOAG supervisors to become familiar with this handbook. Through its use the enlightened supervisor can better ensure that AFAFC, in time of national emergency, is augmented with AFAFC trained and qualified people -- ready to go to work.

Larry M. Killpack

LARRY M. KILLPACK
Brigadier General, USAF
Commander

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ROLES - MISSION

Reduced expenditure by Department of Defense has been requested by the President. Active forces will be reduced, resulting in "...increased reliance on the combat and combat support units of the guard and reserves."

More than ever before the Air Reserve Forces are expected to become an integral part of the active force mission and each reserve supervisor is the key to achieving the objectives of Secretary of Defense Laird who said: ". . . Reserve units and individuals of the selected reserves will be prepared to be the initial and primary source for augmentation of the active forces in future emergency . . ." in implementation of the total force concept.

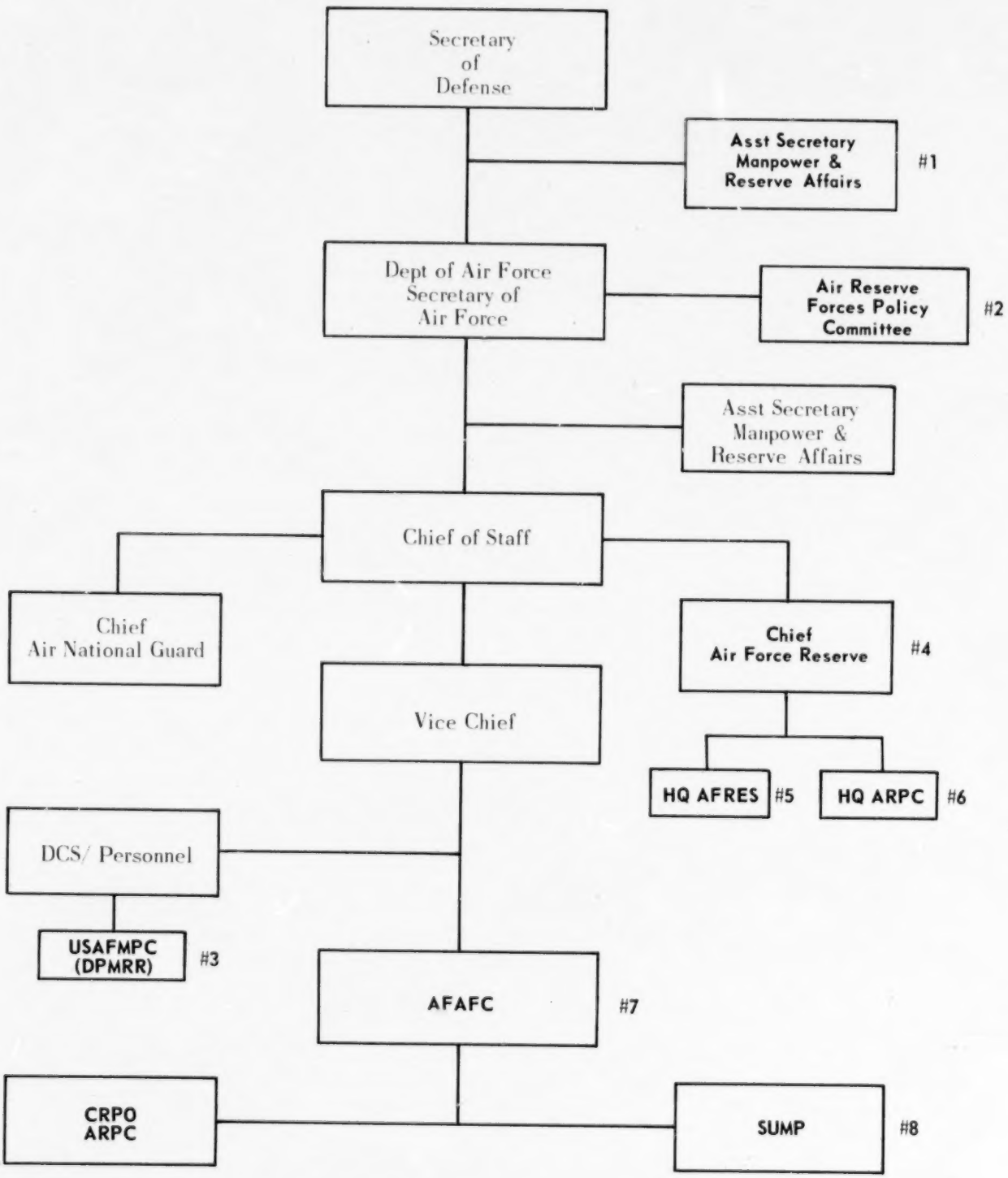
Each supervisor is called to the challenge of a greater effort toward utilization and training of the reservist. Your willingness and effectiveness in doing so is an important element of your job.

The role of the supervisor is to train the reservist. As an adjunct to training, peacetime missions performed by the reserve are recognized by-products that result in manpower and monetary savings.

Supervisors are urged to avoid the tendency to utilize the reservist for mission accomplishment to the exclusion of training. The reservist may bring valuable abilities from his civilian background but to use his Air Force duty as a mere repetition of civilian tasks does not accomplish the objective of preparing that particular reservist for active duty. He must receive Air Force training in order to become effective in the military setting. The importance of the role of the supervisor cannot be over-emphasized. He is the primary link between the active forces and the mobilization augmentee.

PART I. AIR FORCE RESERVE PROGRAM

A. THE ORGANIZATION OF THE AIR FORCE RESERVE. Public Law 90-168 was enacted 1 December 1967 and became effective on 1 January 1968. This law is known as the Reserve Forces Bill of Rights and Vitalization Act and establishes the organization of the reserve forces including the creation of an Office of Air Force Reserve. The following chart clearly shows how the various Reserve functions fit into the overall organization of the Air Force. The shaded areas indicate the key functions and are explained in more detail.


Secretary of Defense
Asst Secretary Manpower & Reserve Affairs
#1
Dept of Air Force Secretary of Air Force
Air Reserve Forces Policy Committee
#2
Asst Secretary Manpower & Reserve Affairs
Chief of Staff
Chief Air National Guard
Chief Air Force Reserve
#4
Vice Chief
HQ AFRES
#5
HQ ARPC
#6
DCS/ Personnel
USAFMPC (DPMRR)
#3
AFAFC
#7
CRPO ARPC
SUMP
#8

1. ASST SECRETARY, MANPOWER AND RESERVE AFFAIRS.

The Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs was created by the Reserve Forces Bill of Rights and Vitalization Act, December 1, 1967. That office is responsible for the overall supervision of manpower and reserve component affairs of the Department of Defense.

2. AIR RESERVE FORCES POLICY COMMITTEE.

The Air Reserve Forces Policy Committee is established in the Office of the Secretary of Air Force and handles major policy matters affecting reserve components. The Committee convenes twice a year and at other times as needed.

3. RESERVE RESOURCES DIVISION, MILITARY PERSONNEL CENTER (DPMRR).

This office operates under the Deputy Chief of Staff/Personnel. It executes personnel plans and programs, and supervises procedures applicable to the world-wide management and administration of Air Force military personnel. The office also identifies requirements and develops, coordinates, and implements standards, systems, policies, procedures, and actions for assigned military personnel. It also develops, coordinates, and disseminates instructions and procedures implementing policy guidance received from or through the Deputy Chief of Staff/Personnel, HQ USAF; it is responsible for actions pertaining to the standard placement of personnel functions at base, intermediate, and command levels.

4. OFFICE, CHIEF OF AIR FORCE RESERVE.

The Chief of Air Force Reserve is the principal advisor to the Chief of Staff on all Air Force Reserve matters and is responsible for: Coordinating all communications between the Department of the Air Force and subordinate commands on Air Force Reserve matters. Developing requirements for funding, equipping, manning, and training of the Air Force Reserve. Directing and supervising the functions of HQ Air Force Reserve (AFRES) and the Air Reserve Personnel Center (ARPC). Formulating, developing, and administering in concert with the Air Staff all broad plans, policies, and programs pertaining to or affecting the Air Force Reserve. Serving as Air Staff OPR on matters affecting the overall interest of the Air Force Reserve when those matters are not the primary responsibility of a functional Air Staff agency.

5. HEADQUARTERS AIR FORCE RESERVE (AFRES).

The Headquarters Air Force Reserve is a separate operating agency under the Office, Chief of Air Force Reserve. It provides operational, logistic, administrative, and personnel support for all USAF Reserve

Units and those individual mobilization augmentees assigned to AFRES or its subordinate units. In the event of war, national emergency, or Civil Defense emergency, it mobilizes or orders to active duty AFRES units and ANG units as appropriate.

6. AIR RESERVE PERSONNEL CENTER (ARPC).

The Air Reserve Personnel Center is a separate operating agency under the Office, Chief of Air Force Reserve. Its functions include the reporting of strength, keeping master records of reservists, approving applications for retirement, publishing orders of the USAF Reserve, administering ARPC Reserve Policy Council, developing policies and plans for mobilization, administratively mobilizing individual reservists in event of national emergency, and managing programs associated with training of individual USAFR personnel.

7. AIR FORCE ACCOUNTING AND FINANCE CENTER (AFAFC).

Manpower expansion of AFAFC in the event of war is provided by assigned trained reservists. Mobilization augmentees constitute the reservoir from which AFAFC can draw to build up to full war time strength.

8. AFAFC RESERVE PERSONNEL SECTION (SUMP).

This office administers Air Force Reserve programs concerning mobilization augmentation programs approved for AFAFC in authorization, manning, and training documents. It also assists ARPC Consolidated Reserve Personnel Office in the maintenance of the field personnel records of the mobilization augmentee.

9. ARPC - CONSOLIDATED RESERVE PERSONNEL OFFICE (CRPO).

The ARPC Consolidated Reserve Personnel Office is responsible for the personnel management of assigned reservists at AFAFC. The CRPO provides assigned reservists with similar service as does an active CBPO. AFAFC Reserve Personnel Section assists in the maintenance of field personnel records of the mobilization augmentees.

B. MANAGEMENT OF AFAFC RESERVE PROGRAM

1. SECTION 265 (10, USC)

Sections 8033(h) and 265 of Title 10, United States Code, contain the statutory authority to establish and place on active duty for a period of four years, officers of the Air Force Reserve and Air National Guard. At major command level these officers serve the commander and principal staff officers as the advisor on reserve affairs. They also help

formulate policies, plans, programs, and regulations affecting the size, location, organization, distribution, training, mobilization, procurement, funding, and equipping of the reserve components. Applicable procedures and eligibility criteria are contained in AFR 45-22, Section B (Air National Guard) and C (Air Force Reserve).

2. AIR FORCE RESERVE AFFAIRS ADVISOR.

The AF Reserve Affairs Advisor serves in a dual capacity: (1) as the principal advisor on AF Reserve Affairs to the Commander, and (2) as administrative advisor of programs concerning the mobilization augmentees assigned to AFAFC.

3. RESERVE GENERAL OFFICERS.

AFR 45-34 covers the "Assignment and Promotion of Air Force Reserve General Officers." AFAFC has one such authorization. To be eligible for consideration for assignment to a USAFR general officer position, a colonel must meet the following criteria:

a. Be in a ready reserve status or volunteer to accept a ready reserve status.

b. Be at least 1 full year under age 55.

c. Possess the aeronautical rating, technical or professional requirements specified for the position.

d. Be available to accomplish active and inactive duty training in the position.

e. Have completed Air War College, Industrial College of the Armed Forces, or National War College in residence or through correspondence.

To be eligible for promotion to brigadier general, the individual must meet the following criteria:

a. Possess current appointment as a colonel in the Reserve of the Air Force in an active status.

b. Have 2 years promotion service as a Reserve of the Air Force colonel on the date the selection board convenes.

c. Have occupied an authorized Air Force Reserve general officer position for at least 6 months on the date the selection board convenes.

d. Be under 55 years of age at time of selection.

e. Have completed the required training, without waiver, in at least 4 of the 5 preceding consideration, with 2 of those 4 being the 2 immediately preceding consideration.

To be eligible for promotion to major general, the individual must meet the following criteria:

a. Possess a current appointment as a brigadier general in the Reserve of the Air Force in an active status.

b. Have 2 years promotion service as a Reserve of the Air Force brigadier general on the date the selection board convenes.

c. Have occupied an authorized Reserve major general officer position for at least 6 months on the date the selection board convenes.

d. Be under 57 years of age at the time of selection.

e. Have completed the required training without waiver, in at least 4 of the 5 years preceding consideration, with 2 of those 4 being the 2 immediately preceding consideration.

In all cases above, the individual must have a completed background investigation (IAW AFR 205-6) within 5 years of the board convening date.

These key reservists serve as management liaison with the nonextended active duty reservist of the units and functions to which assigned; they interpret Air Force policies and objectives to local and national civic-service organizations.

4. SUPERVISOR'S RESPONSIBILITY.

The single most important management responsibility rests with the supervisor. He is the only continuing contact on a face-to-face nature the command has with its augmentees. It naturally follows that the quality of supervision determines the state of readiness AFAFC gains in the event of recall.

The AFAFC Commander has requested that all directors become acquainted with the reserve officers assigned to their directorates. Get to know the officer and evaluate him objectively. Study his field personnel file--201--at the Reserve Personnel Section, Military Personnel Division (SUMP), to obtain a profile of the officer's education, civilian occupation, and his future potentiality to AFAFC.

You, the supervisor of an AFAFC augmentee, have the same responsibility. This can be accomplished only if you:

a. Establish standards of frequency of training, notification of lead time for training, and performance of training.

b. Develop a meaningful, detailed, progressive training program, and adhere to same. Refer to AFAFCR 45-1, 1 March 1972, for guidance.

c. Keep adequate records and accounts of the reservist's accomplishments and progress. This may be done by requiring the reservist to submit a brief written statement of training accomplishment after each training session.

d. Evaluate at regular intervals the training needs of the reservist and modify the projected training accordingly.

e. Take the initiative and call upon the reservist to assist when special projects are launched where his skills would be useful.

The Reserve Personnel Newsletter, to be published monthly, will contain the latest developments in the reserve program. It will supplement this material and serve as an aid to the supervisor in accomplishing his responsibilities in the reserve program.

C. UTILIZATION OF MOBILIZATION AUGMENTEES.

1. MANPOWER AUTHORIZATIONS

Manpower authorizations are developed by the submission of a request by the director through channels to the Manpower and Organization Division, Comptroller (ACZ). Basically the request must satisfy the requirement that, operating in a mobilization environment, the active force does not have the capability within its own authorization to operate on a sustained basis without augmentation.

2. ASSIGNMENTS

Generally speaking, AFAFC is training only one kind of reservist--voluntary. This category consists of prior service personnel who do not have a military service obligation and who volunteer for a ready reserve assignment. An individual seeking a reserve assignment must meet the following requirements:

a. His rank must not exceed that authorized for the vacant position,

b. He must possess the appropriate AFSC for that career field, and

c. He must have a satisfactory current physical examination.

In some sensitive areas, the applicant may be required to have a particular security clearance or a personal reliability certification.

3. POINT GAINING ACTIVITIES FOR RESERVISTS.

a. Active Duty.

(1) Active Duty for Training (ACDUTRA). AFM 35-3, chapter 17, provides guidance. As well as receiving full pay and allowances, a reservist on his annual active duty training tour earns active duty retirement points toward retirement credit. A reservist must attain 20 good years to qualify for retirement. His retirement pay starts when he reaches age 60. His retirement pay is substantially less than those who retire under Category 1 retirement and is based on length of service, number of active duty points, and number of creditable inactive duty points.

A reservist may not perform more than one active duty tour in any one fiscal year. The usual tour is for 12 days of active duty. Tours start on Monday and terminate on Friday. Tours are not authorized for periods that include a legal holiday.

(2) School Tours. Under present policy school tours of at least nine academic days may be performed in lieu of the active duty tour. Air Force may authorize a school tour in addition to ACDUTRA if the request for waiver is completely justified. The request for waiver should be based on whether (a) the school will add to the success of the active duty training assignments or (b) whether the reservist is needed by the active duty section to perform an important project. School tours of more than five academic days are not authorized more than once in any three fiscal year period. Major commands may authorize exceptions under the provisions of AFM 35-3.

(3) Special Tours. (To support unusual requirement of the Air Force.) Special tours are for convenience of the Government and must be programmed in advance to meet temporary critical emergency active force requirements beyond the personnel capacity of the active force. Special tours for training may be authorized (not to exceed 90 days) when a reserve member needs training in his mobilization position to perform effectively as a member of his unit, or in direct support of a reserve training program.

b. Inactive Duty.

(1) Inactive Duty for Training (INACDUTRA). One point is earned for each four hours of inactive duty training. A total of two points is earned when a mobilization augmentee trains eight hours or more in any one day. Points for retirement are awarded to reservists for participation in reserve training.

(2) ECI Points. Credit for correspondence courses is given on the basis of one point for each three credit hours satisfactorily completed. Points can be awarded to officers only if the courses are above precommissioning and indoctrination level.

(3) Other Point Gaining Activities. AFM 35-3, chapter 20, lists many ways a reservist may gain inactive duty points, such as recruiting, group training of mobilization augmentees when the training is a part of their OJT program, and many others.

4. PARTICIPATION REQUIREMENTS.

a. Retirement and Retention. The goal, as well as obligation of each reservist, is to complete "good years" toward retention and retirement in the active reserve program. A retirement/retention year by definition is the date a person attains reserve status, or date of latest return to active status, and ends the day before the anniversary of such date. The retirement/retention year and the fiscal year do not necessarily coincide. Minimum requirement of a retirement/retention year is 50 points, not less than 35 of which must be earned. Inactive Duty for Training and Annual Active Duty for Training, correspondence courses, etc., are methods of earning these points. For each successful retirement/retention year completed, gratuitous points are awarded the reservist on a prorated basis up to a total of 15 per year. To qualify for retirement pay, a reservist must acquire 20 "good years."

b. For Retention in AFAFC Mobilization Augmentee Program. All reservists assigned to AFAFC are Category "B" reservists. Requirements for retention in the Mobilization Augmentee Program are as follows:

(1) ACDUTRA. Reservists must perform a short tour of not less than 12 days each fiscal year and within the retirement/retention year (see 3a(2) and (3)).

(2) INACDUTRA. Inactive duty points are earned at the rate of one point for each four full hours of training. Category B members must earn 24 inactive duty points per retirement/retention year. Only four points per month may be credited for pay purposes and twelve points may be credited for pay each six months. All other points earned are for credit only. An example of a "good" retirement/retention year in the MOAG program is:

12 Inactive duty training days	24 points
12 Active duty days	12 points
Gratuitous points (for participation)	15 points
TOTAL	51 points

Additional man-days or active duty training points may be obtained by the reservist for conferences, special projects, seminars, etc., when authorized within AFAFC budgetary capabilities. A combination of not more than 365 inactive and active duty points may be earned in any one year. No more than 60 inactive duty points may be credited for retirement in any one retirement/retention year. However, the additional inactive duty points earned indicate interest and participation that certainly could influence promotion boards.

(3) Other - Excuses. Reservists assigned to AFAFC must perform their inactive duty training each month, unless excused by the supervisor or other arrangements are made. If an assigned reservist fails to perform his inactive duty two consecutive months without being excused by the supervisor, a written report is submitted to the Chief, Military Personnel Division; he institutes disciplinary action against the reservist. Two consecutive inexcused absences are grounds for discharge from the MOAG Program for lack of interest.

(4) Medical Examination. Reservists in the Ready Reserve must meet physical requirements on the same schedule as active duty personnel (AFM 160-1). Failure to do so subjects the reservist to reassignment or discharge. Requirements are mandatory to ensure reservist will be physically qualified to perform in any theater of operation if recalled to active duty. Physical examinations are given at specified ages. They must be completed within eight months preceding the given birthday. No waivers are permitted on this requirement.

(5) General Military Training, AFM 50-15. A reservist is responsible for General Military Training (GMT) requirements the same as active duty personnel. He must take the GMT tests annually in accordance with AFM 50-15. This is accomplished during the General Military Training meetings which are held one Saturday each quarter. The MOAG training officer is responsible for enforcing the requirements of AFM 50-15. AFAFC Regulation 45-1, MOAG Training Program, 1 March 1972, will be used in conjunction with this handbook.

(6) Military Bearing. The reservist must be as much a professional military man as his active duty counterpart. He must meet the same professional military requirements both in personal grooming and dress as the full time airman or officer. He should render and demand the courtesy and respect due the rank and position he is filling. His attitude should show personal pride and make him strive for excellence in his job performance. He should at all times set an example of proficiency, courtesy, and personal grooming so as to influence "regulars" to regard him with esteem.

c. General Officers. The participation of general officers is much more stringent than other reservists. Reserve generals must earn a minimum of 35 points (not including gratuitous points) and 24 of these must be earned in the assigned position. Failure to earn the required points results in reassignment from the position. Only HQ USAF may excuse a Reserve general from any part of his active or inactive duty. A request for waiver must originate with the reservist and be forwarded through channels pursuant to the provisions of AFM 35-3, paragraph 7.

5. REASSIGNMENTS.

a. Mandatory Retirement. The direction for this reassignment emanates from the Air Reserve Personnel Center (ARPC).

b. Medical Disqualification. The Surgeon's Office, ARPC, directs the individual be reassigned to ARPC for discharge/retirement action.

c. Voluntary Request for Reassignment. This is a reassignment resulting when the individual initiates a request for reassignment (AF Form 1288, "Application for Reserve Assignment").

6. PROMOTIONS-OFFICERS.

(1) Unit Vacancy. This program permits an officer to be considered for promotion to the next higher grade without attaining the required total federal commission service date; but he must have time in grade as follows: (AFM 35-3, chapter 23)

Promotion To	Years of Promotion Service
Captain	2
Major	4
Lt Colonel	4

The above consideration is possible only if he is the incumbent in a position calling for the next higher grade, and he has been assigned to the position

for at least one year. The Reserve Colonel Unit Vacancy Board has been eliminated. Those eligible for promotion consideration are considered by the overall vacancy selection board which convenes annually.

(2) Reserve Officers Personnel Act (ROPA). Under this program, all Air Force Reserve Officers' records are screened annually by ARPC to determine their eligibility for promotion consideration. The criteria for consideration is contained in AFM 35-3, chapter 21. Basic qualifications for promotion consideration are as follows:

Promotion To	Years of Promotion Service	Total Years Service
Captain	4	7
Major	7	14
Lt Colonel	7	21

To fill an overall vacancy in the grade of colonel, USAFR, requires three or more years of promotion service.

7. EFFECTIVENESS REPORTS.

Effectiveness reports are required for reservists just as for active duty personnel with the exception that no Airman Performance Reports are required. We are concerned only with the nonextended active duty Reserve officer. AF Forms 77 are submitted for captains and below and AF Forms 707 for majors and above. In addition, the AF Form 706 is required on colonels, in which cases, the "Promotion Potential" block on AF 707s is left unmarked.

As in the case of active duty personnel, any effectiveness report resulting in "Outstanding Almost Never Equaled and Absolutely Superior" must be indorsed ultimately by (1) a colonel on company grade officers, (2) a general or a colonel serving as wing commander or equivalent, a colonel serving as vice commander of an air division or equivalent, a colonel serving as chief of staff of a numbered Air Force, a GS-16 or higher if designated equivalent of a general officer on a field grade officer below the rank of colonel, and (3) a general officer or a GS-16 or above whose duties have been designated as equivalent of a general officer on all colonels.

There are two occasions when a report is normally required:

a. No Report One Year. For Reservists that are in Category B and have earned a minimum of 10 points, you must submit an appropriate OER.

b. Change of Reporting Official (CRO). Whenever the ratee or reporting official departs PCS or PCA for a tour of at least 30 days and reservist has earned 10 points since closing date of the last OER, a subsequent OER is required.

The CBPO normally provides you with a "shell" on all required OERs at least 30 days prior to the end date.

In cases where the reservist has attended a school tour or seminar in line of his regular 12-day tour of duty, it is the responsibility of the reservist to obtain a "letter of evaluation" (AF Form 77a) from the school or seminar. In some cases a "letter of evaluation" written by the reservist is acceptable in lieu of Form 77a.

Supervisors often ask for guidance on marking OERs. Too frequently the reservist receives a lower rating than his active duty counterpart. Take into consideration all factors involved and use your own good judgment. Suspense dates must be met in order for the command to meet its obligations to HQ ARPC. Remember that the OERs are of major importance when considerations are made for assignments, reassignments, and promotions.

If you have any questions, consult AFM 36-10, chapter 6, or call the Reserve Personnel Section (SUMP) at AFAFC.

8. AWARDS AND DECORATIONS.

The Air Force Awards and Decorations Program was established to foster morale and provide incentive through prompt public recognition of acts of exceptional bravery, outstanding achievement, and meritorious service performed by individuals. Supervisors of Reserve personnel sometimes, through oversight, fail to recommend Reserve personnel who may qualify for a military decoration while participating in authorized periods of training. AFM 900-3, covering military decorations and other forms of special recognition, provides that members of Reserve components may be considered for all military decorations provided the act, achievement, or service contributes to Air Force mission or function and meets established criteria. Acts performed by the Reserve member as a private citizen and which are of principal benefits to private citizens are not to be considered.

A recommendation for the award of the Meritorious Service Medal or the Air Force Commendation Medal is usually based on a period of completed service. It may also be tendered for personnel whose services have been clearly outstanding for an extended period (normally four years or more) and when no clear-cut projected termination date of the current job assignment exists. These provisions are especially applicable to Reserve personnel. Recommendations for awards to Reserve personnel should be submitted in accordance with AFM 900-3. Procedures utilized for recommendations for active duty personnel apply. Approval authority for Air

Force Commendation Medals for personnel below the grade of brigadier general is delegated to authorized commanders of Air Force organizations in grade of brigadier general or higher. Approval authority for Meritorious Service Medals is the major command or higher. Consult AFM 900-3 for specific details concerning eligibility criteria and procedure.

D. PAY AND ALLOWANCES.

Active duty training pay for mobilization augmentees is based on the same pay scale as the active force--basic pay plus entitlements.

For each inactive duty training point, the reservist receives the equivalent of one day base pay. For a full day of training of 8 hours he receives 2 points and 2 days basic pay.

PAY AND ALLOWANCES FOR TRAINING
Reserve Individual Mobilization Augmentee (MOAG)
OFFICER DRILL PAY SCHEDULE

As of: 1 January 1972

	2 or less	over 2	3	4	6	8	10	12	14	16	18	20	22	26
0-10	75.45	78.11				81.10		87.32		93.57		99.82		100.00
0-9	66.88	68.64	70.10			71.87		74.85		81.10		87.32		93.57
0-8	60.57	62.39	63.88			68.64		71.87		74.85	78.11	81.10	84.37	
0-7	50.32	53.76			56.15		59.42		62.39	68.64	73.35			
0-6	37.30	41.00	43.67						45.15	52.29	54.96	56.15	59.42	64.44
0-5	29.83	35.05	37.45				38.61	40.66	43.38	46.63	49.31	50.79	52.58	
0-4	25.16	30.61	32.68		33.26	34.75	37.11	39.21	41.00	42.78	43.97			
0-3	23.38	26.13	27.92	30.91	32.38	33.55	35.35	37.11	38.02					
0-3 0/4 yrs Active Enl									38.61					
0-2	20.38	22.26	26.74	27.63	28.21									
0-2 0/4 yrs Active Enl						29.10	30.61	31.80	32.68					
0-1	17.69	18.42	22.26											
0-1 0/4 yrs Active Enl					23.77	24.66	25.54	26.44	27.63					

PART II. FORMS USED IN MOBILIZATION AUGMENTEE PROGRAM

The supervisor must ensure proper completion of forms required for each reservist under his supervision. Some forms are identical to those of his active duty counterpart but all require the same diligence and consideration.

The following guidelines pertain to the various forms by number:

AF FORM 1288, "APPLICATION FOR RESERVE ASSIGNMENT"

This form must be prepared by the reservist when applying for a Reserve assignment. There is no supervisory requirement until the form is forwarded for screening purposes. The information it contains will assist the supervisor in determining whether the applicant is acceptable for assignment.

AF FORM 1289, "APPLICATION FOR ACTIVE DUTY/ACTIVE DUTY TRAINING"

PART I. Completed by reservist.

PART II. The proposed dates of training must be approved by the supervisor.

The item regarding BAS type and rate will be left blank.

The Commander, AFAFC, reserves the right to determine whether a reservist is within commuting distance from his home or place from which he is ordered to duty. The Reserve Personnel Section, Military Personnel Division (SUMP) is responsible for completing this item.

AF FORM 40a, "AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING"

Accurate completion of AF 40a is a must. The supervisor reviews the form, giving attention to the following blocks:

1. No. Points (1 for 4 hours - 2 for 8 hours).

2. No. Hours (Not less than 4 - not more than 8).

3. Ready or Standby (Always check Ready).

4. Pay or Non Pay (Always check Pay).

5. Type Training (Always check TP).

The authorizing official is the supervisor of the reservist. The certifying officer is the military or civilian who actually supervised the specific training.

Reserve Personnel Section (SUMP) is responsible for AF 40a. Each reservist reports to SUMP for AF 40a upon reporting for his inactive duty training.

Upon completion of the inactive duty training, the supervisor immediately forwards the completed AF 40a to SUMP.

SUMP informs the supervisor when there are personnel actions to be completed. The supervisor is responsible for informing the reservist of the requirement.

DD FORM 220, "ACTIVE DUTY REPORT"

The reservist completes items 1 through 10 (except item 5). Statement No. 1 under item 18 is completed by the reservist when reporting for duty and Statement No. 2 on his last day of duty.

Items 11 through 16 will be left blank.

The supervisor signs item 17.

SUMP is responsible for these forms. All reservists must report to the Reserve Personnel Section when entering and departing on active duty.

AF FORM 458, "STATEMENT OF TOUR OF DUTY"

This form must be prepared when a reservist performs an active duty tour, whether it be an annual active duty tour or special tour. The only requirement for the supervisor is to complete the certification section on the form. The supervisor must indicate the time and date the reservist initially reported for duty and the time he completed the tour.

AF FORMS 2095, 2096, 2097, 2098, PERSONNEL ACTION REQUESTS

The AF Forms 2095, 2096, 2097 and 2098 are used to accomplish many personnel actions pertaining to reservists, such as an initial duty assignment, award or change in AFSC, change in duty title and designating an OER reporting official. The supervisor will prepare one set of forms and forward it intact to SUMP for action. Copies of the forms will not be withdrawn for any purpose before the request has been acted upon and a personnel action number has been assigned. The AFAFC/CBPO will return the completed AF Forms to the unit/duty section.

AF FORM 706, "COLONEL PROMOTION RECOMMENDATION REPORT"

This form is prepared on all colonels not on EAD in the same manner as for active duty colonels. For guidance, consult AFM 36-10, chapter 11.

AF FORMS 77 and 707, "OFFICER EFFECTIVENESS REPORTS"

Identification data and duties data are furnished on each shell received from the CRPO. Any discrepancy or question should be referred to the Military Personnel Division, AFAFC.

Item 8 will reflect total number of days reservist served under reporting official. In determining this number, deduct from period of supervision all tours of active duty under other than the normal reporting official (special task force, special tours, etc.) for which letters of evaluation have been prepared.

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